

Secretary's Advisory Committee for Employees with Disabilities (SACED)

Minutes of the Secretary's Advisory Committee for Employees with Disabilities (SACED)

Thursday, October 17, 2002

Members and Advisors in Attendance

Tracey Ambeau, OCIO, Section 508
Coordinator
Merlin Bartz, NRE, Co-chair alternate (V)
Scott Bleggi, FFAS (V)
Helen Cordero, RD (V)
Denise Decker, NRE (V)
Bill Haig, SACED Program Manager
Ira Hobbs, OCIO, Co-Chair (V)
Richard Holcombe, JWOD
Dr. Oleh Jacykewcz, OO
Bruce McFarlane, TARGET Center
Mark Rey, NRE, Co-Chair (V)
Samantha Schmucker, OHRM
Pam Steed, President APDA (V)
Jeffrey Stibick, MR&P (V)
Terry Thir, OCR

Alternates

Bob Gililand for Priscilla Carey, OO
Andrea Cotter for Karen Hulebak, FSIS, (V)
Ed Poe for Johna Pierce, OC (V)
Shelby Weilepp for Lehmer Sullivan, FNS
(V)

Not In Attendance

Russ Ashworth, (OPPM) (V)
Joe Colantuoni, OHRM
Kathy Donaldson, OCFO (V)
Don Gearing, Union Representative (V)
Paula Hayes, OIG (V)
Carol House, REE (V)
Terry Kirby, Coalition for Minority
Employees

Sherry Linkins, OCIO
Gregory Parham, OCIO
Tami Trost, OGC, Technical Support
Josie Woodley-Jones, OCR

Guests

Alicia Rodriguez, Hispanic Employee
Advisory Council, Program Manager

(V) = Voting Member

Convene

The monthly meeting of the Secretary's Advisory Committee for Employees with Disabilities (SACED) was held in room S107-S, USDA South Building, Washington, DC, on Thursday, October 17, 2002. The meeting was opened at approximately 9:09 a.m. by Co-chairs Ira Hobbs and Mark Rey.

Handouts

1. Agenda for SACED meeting, Thursday, October 17, 2002
2. Minutes from the September 19, 2002 SACED meeting
3. Promotions for Disabled Employees Report (as of 9/15/02)
4. Monthly Hiring Chart for Persons with Disabilities under the 5-Year Hiring Plan (as of 9/15/02)
5. Mission Area Quarterly Report under the 5-Year Hiring Plan (as of 9/30/02)
6. NRE Mission Area Report
7. M&RP Mission Area Report
8. APHIS Oct. 16 Disability Month Observance Program Agenda
9. APHIS Disability Workforce FY 2002
10. Draft SACED FY 2002 Accomplishment Report
11. Diversity Advisory Council (DAC) FY 2002 Accomplishment Report Template
12. DAC Tentative time line for submitting FY 2003 Project Proposals
13. DAC FY 2003 Project Proposals Summary Reviewer Score Sheet
14. DAC September 10, 2002 Meeting Minutes
15. FSA Deputy Administrators for Management Weekly Activity Report for 9/27/02
16. SACED Recruitment & Hiring Initiative FY 2003 Budget Proposal (Draft)
17. SACED Marketing FY 2003 Budget Proposal (Draft)
18. SACED Disability Forums FY 2003 Budget Proposal (Draft)
19. JWOD Program Report
20. Section 508 Program Report
21. OCR Disability Employment Awareness Month Calendar of Events
22. Secretary's Hispanic Advisory Council Brochure

Task	Action	Due Date
Review October 17, 2002 SACED meeting minutes	Provide corrections to the October 17, 2002 meeting minutes to Bill Haig at william.haig@usda.gov	October 25, 2002
APDA monthly meeting	Attend October monthly meeting	October 30, 2002

Provide written reports from Mission Area representatives	Each Mission Area report shall be accompanied by a copy for all members. These copies are available in SACED History file	Monthly
Educational Awareness Series	Bill Haig will coordinate this Series to include Program Managers from the other Employee Advisory Councils to present at SACED monthly meetings	Monthly
SACED accomplishment report	Bill Haig will prepare finalized SACED report for DAC to submit to Secretary and will provide copy to SACED	October 31, 2002 Get your comments to Bill by October 22, 2002
Update on progress of hiring and promotions of individuals with disabilities	Bill Haig will provide and interpret reports	Monthly
SACED FY 2003 Budget Proposals	Review draft proposal and send any additional proposals to Bill Haig	November 15
Workforce Recruitment Program Subcommittee	Samantha Schmucker will chair a SACED subcommittee to advise and make recommendations on improving the WRP samantha.schmucker@usda.gov	Prior to November 21

1 Opening Comments

Mr. Hobbs welcomed all to the meeting and offered a special welcome to our guest, Alicia Rodriguez, Hispanic Employee Advisory Council Program Manager.

2 Introductions

Introductions of members and guest were made.

3 Minutes

Minutes from the September 19, 2002 meeting were approved.

4 Education Awareness Series

Alicia Rodriguez, program manager for the Hispanic Employee Advisory Council (HAC), presented information on initiatives of the HAC as well as a historical perspective of the council. She distributed the HAC brochure. Her report highlighted some of the initiatives including Hispanic Student Outreach and Retention program; paid advertising with the Hispanic Business Magazine; the development of the Hispanic exhibit used at conferences and job fairs; the HAC support and work with the Hispanic Employment Plan to increase hires within USDA. HAC has expressed interest in collaborating with SACED at the upcoming Perspectives on Employment of Persons with Disabilities Conference this December.

5 FY 2003 Budget Proposals

Ira Hobbs addressed the DAC time lines for the upcoming FY 2003 budget proposal. He indicated that SACED will review proposals at the November 21 meeting in order for the final SACED proposals to be submitted to the DAC at their December 10 meeting. Please get all proposals to Bill Haig by November 15. Three draft proposals were submitted, one each by the Marketing, Recruitment & Hiring, and Disability Forums subcommittees. Please comment on these and submit any other proposals to Bill by the November 15 deadline.

6 SACED Annual Accomplishment Report

Bill Haig distributed a draft of the SACED FY 2002 Accomplishment Report. The final report is due to the DAC Program Manager by October 31, 2002. Any additions or corrections to the draft report must be submitted to Bill by Tuesday, October 22.

7 Kansas City Disability Forum Report

Helen Cordero reported on the very successful SACED Disability Forum held in Kansas City, MO on September 25-26. Approximately 150 managers, supervisors and employees attended the one and one-half day forum. Thanks go to the Farm Service Agency team in KC headed by Kathy Williams for hosting and planning the program at the local level. Video of the forum is forthcoming. Mr. Hobbs suggested that we discuss with the Office of Communications showing

the forum on the LAN. Most impressive was the participation and support of high level management including:

Ira L. Hobbs, SACED Co-chair and Deputy Chief Information Officer

Merlin Bartz (for Mark Rey), SACED alternate Co-chair and Special Assistant to the
Undersecretary, Natural Resources and Environment

Waymon Ponds, Director, Kansas City Administrative Office

Verle Lanier, Associate Administrator for Operations and Management, Farm Service Agency

Tim Witt, Deputy Administrator, Risk Management Agency

Presentations included:

New Reasonable Accommodation Procedures

Employment Strategies and Hiring Resources

Technology Accessible Resources Gives Employment Today (TARGET) Center and the new
Computer Electronic/Accommodation Program memorandum of understanding

Implementing Section 508

Javits-Wagner-O'Day Program

Initial plans for similar forums for FY 2003 include New Orleans, Denver/Ft. Collins and Atlanta. Some of the "lessons learned" include the need for an evaluation tool, more commitment by management and perhaps mandatory attendance. Another issue was the loss of supervisor attendance on the second day after the break in the morning and the need to perhaps restructure that part of the program.

8 Mission Area Reports

Food Safety- Andrea Cotter

No written report, but Food Safety congratulated SACED and the Office of Civil Rights on a great keynote program in observance of National Disability Employment Awareness Month (NDEAM).

NRE - Denise Decker

Denise distributed copies of her Mission Area Report. In summary, she reported that NRCS and Forest Service representatives are participating in NDEAM activities. Managers and employees attended the keynote program and the afternoon workshop. Forest Service continues with its initiative to train its supervisors and managers on reasonable accommodation. One of the NRCS managers, Kathryn Huey, Team Leader, Employment and Classification Team, Human Resources Management Division, was selected by APDA as one of two winners of the FY 2002 Super Supervisor Award and will be recognized at the October APDA monthly meeting.

As co-chair of the SACED Marketing subcommittee, submitted a written proposal for FY 2003. Any comments, additions or corrections should be faxed to Denise Decker at 202-720-0717.

FNS - Shelby Weilepp

No written report, but FNS congratulated SACED and the Office of Civil Rights on a spectacular keynote program in observance of NDEAM.

FFAS- Scott Bleggi

No written report. Scott reported that the Farm Service Agency has created a Disability Awareness Committee and that several SACED members are serving on the committee. Mr. Hobbs offered his congratulations to FSA for implementing a "mini-SACED" committee. FSA will be working closely with Maryland Division of Rehabilitation Services (DORS) and will be providing a forum to clients of Maryland DORS on October 24 to include a tour of the TARGET Center, mock interviews and information about working at USDA. They also sponsored the Gallaudet Dance Troupe on Friday, October 18.

REE - Carol House

Absent.

Rural Development - Helen Cordero

No written report. Helen thanked Terry Thir for her efforts in planning the keynote program featuring Richard Pimentel. She also congratulated FSA for their program including the Gallaudet Dance Troupe.

MR&P - Jeff Stibick

Jeff distributed copies of his Mission Area Report. In summary, he reported that GIPSA Disability Program Managers participated in a joint EEO Advisory Committee meeting in DC. APHIS held a successful NDEAM program on October 16 that featured Ms. Sally Smith, Founder of the Lab School of Washington for Severely Learning Disabled Children and Adults. Jeff also distributed a report reflecting the Disability Employment Workforce within APHIS for FY 2002.

9 Program Updates

APDA - Pamela Steed

No written report. Pam spoke of APDA's involvement in the upcoming FSA program on Oct. 24

with the coordination of lunch for the attendees. She reminded everyone to attend the upcoming monthly meeting on October 30 when the Super Supervisor Awards will be presented. She also mentioned the upcoming "Chili Challenge" on November 20 that will be co-sponsored by the Hispanic Advisory Council.

JWOD - Richard Holcombe

Richard distributed copies of his report. In summary, he indicated that USDA JWOD purchases reached \$51 million in FY 2002. He offered thanks to Helen Cordero and the team for the great forum in KC and thanked FSA for their assistance in the planning and hosting of the event. He also thanks FSA for being users of JWOD products.

Section 508 - Tracey Ambeau

Tracey distributed copies of her report. In summary, the Section 508 Team met this week to discuss the updates to the enterprise web accessibility tool and maintenance agreement renewal process. Recognition awards were distributed by Dr. Gregory Parham to panelists and volunteers who worked on the June, Section 508 program. Mr. Hobbs presented recognition awards to the FSA and RMA Section 508 Executive Sponsors at the SACED Kansas City forum. Mr. Charbo presented a recognition award to Mary Thomas, NRCS, CIO at their National Information Technology Seminar in Las Vegas. The Section 508 Coordinator presented three briefings in the NRCS week long session. Tracey reported that she will present a Section 508 briefing to participants in the Departmental NDEAM activity on October 29 and will participate in the training of DEPMs and Mission Area Designees at the required Reasonable Accommodation Procedures training in November.

Office of Civil Rights - Terry Thir

Terry distributed the 2002 NDEAM Calendar of Activities and discussed the upcoming programs and events. She thanked all who served on the NDEAM planning committee. Terry continues to look at the evaluations received from the keynote program, but the initial report is that people were quite pleased with the program. The morning session with Mr. Pimentel was broadcast in DC over the LAN and was also videotaped. Any agency can contact the Office of Communication for additional videos. She discussed briefly that OCR will be sponsoring a pre-conference forum at the upcoming Perspectives national conference in December here in DC.

Terry mentioned that the Affirmative Action Plan Report is due in October, but another OCR staff person is handling it this year.

Ira mentioned that the LAN has now been expanded to include other facilities than just the headquarters office and this is valuable when needing to get the message or program out to more people.

Disability Employment Program & Statistical Report - Bill Haig & Samantha Schmucker

Bill distributed the Promotions of Employees with Disabilities Chart and the monthly chart on the number of new hires to date in accordance with the 5-Year Hiring Plan. He also distributed the quarterly report that reflects how each mission area is doing to date. As of September 15, 2002, USDA has hired 2,494 persons with disabilities, of whom 275 are persons with targeted disabilities. The promotion chart shows that as of September 15, 2002, 5.9% of the persons receiving promotions Department wide are persons with disabilities. Bill indicated that he will be presenting at the North East Technical Center program for Deaf and Hard of Hearing students in State College, PA on October 29 and 30. He will be presenting information regarding the WRP and other hiring initiatives for students with disabilities both at USDA and government wide. The Department is presenting a third required Reasonable Accommodation Procedures training course for DEPMs and Mission Area Designees. The course will be offered on November 19 and 20. Samantha reported on the Workforce Recruitment Program. USDA has 9 recruiters this year for the WRP including 4 new recruiters. The recruiters either have or will receive required training this month by ODEP prior to being assigned trips. She reminded everyone that the recruiting trips are in January and February with the database being available in March. Samantha proposed that SACED create a WRP subcommittee to come up with additional strategies and techniques to better market the program USDA wide. This proposal was approved and Samantha is the chair of the subcommittee. She will be e-mailing the membership asking for volunteers to serve on the subcommittee. Several SACED members volunteered at the meeting.

10 Old Business

Bruce McFarlane indicated that the CAP program has kicked in but DOD did run out of money at the conclusion of FY 2002, therefore, several USDA requests are pending. To date, approximately 20 CAP requests have been processed. Bruce also reiterated that CAP has met with some of the USDA deaf staff regarding the purchase of WINTEL pagers. CAP will pay for the pagers as well as the first year service charge.

11 Other Announcements

Bruce McFarlane reminded us that TARGET goes on the road about twice monthly to conferences. If anyone has materials they would like distributed, just get them to Bruce in advance. A question regarding geographic preference for WRP students was raised by Helen Cordero as being a problem with recruiting students at some locations. Bruce stated that he attended the new recruiter WRP training and this issue was raised and recruiters were told to be more cautious when interviewing the students to get accurate geographic preference information.

Meeting Schedule

SACED meetings are regularly scheduled for the **third Thursday** of the month at 9:00 a.m. (**Except December, 2002 which will be held the second Thursday**). All meetings for 2002 will be held in the OCIO Conference Room S-107 (sub-basement) South Building. The following is the remaining schedule for calendar 2002:

Thursday, November 21, 2002	SACED	Room S-107
December 12, 2002 (note this is second Thursday)	SACED	Room S-107

The meeting adjourned at approximately 10:45 a.m.

Contact Bill Haig at 202-720-0516 or e-mail william.haig@usda.gov with any changes to your entries in the SACED contact list. All reports submitted to the SACED Program Manager are available in the SACED History File. These minutes present a summary of those reports.

Respectfully submitted by Bill Haig